

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 21-201

AIR FORCE MATERIEL COMMAND

Supplement 1

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Maintenance

**MANAGEMENT AND MAINTENANCE OF
NON-NUCLEAR MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction 21-201, 1 December 2000, *Management And Maintenance Of Non-Nuclear Munitions*, is supplemented as follows. This supplement applies to all Air Force Materiel Command (AFMC) munitions activities and munitions using organizations. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AFMC/DRR, 4375 Chidlaw Rd, Rm S138, Wright-Patterson AFB, OH 45433-5006

SUMMARY OF REVISIONS

This document is new and must be completely reviewed.

1.1. Introduction. Technical order conflict notifications, requests for deviations, and test or trial programs will be sent to HQ AFMC/DRR for approval consideration.

1.2. Munitions Flight. The term Munitions Flight refers to all Munitions Storage Area (MSA) activities within AFMC. The munitions flight's within AFMC support all aircrew flight training, developmental and operational testing, general base support, host and tenant activities, and contingency and operational tasking.

1.2.1. Munitions Organization. The functional alignment of the munitions activity is dependent on wing structure, type of training and manpower origin of the host base. Munitions activities within AFMC are operated either by active duty, civil service or contract. One of two options listed below, as determined by the applicable group commander (or equivalent), will be used to organize the assigned munitions activity.

1.2.1.1. (Added) Option 1. The Munitions Flight is typically aligned within the logistics group's maintenance or equipment maintenance squadron. The munitions flight will be structured according to AFI 21-201. HQ AFMC/DRR must approve any other changes to the organizational structure.

1.2.1.1.1. (Added) AFMC units categorized under option 1 are: 412th MXS at Edwards, 46th MXS at Eglin, 649th MUNS at Hill, and 651st MUNS at Lackland Annex.

1.2.1.1.2. (Added) Option 2. Munitions activities supported by base supply or other non-munitions maintenance, (primarily at locations that host mission tasking with civil service, contract, or a limited number of active duty personnel without operational or contingency commitments) vary and the organizational structure is determined by the group commander or equivalent. These units will be referred to as “non-standard units” throughout this supplement. For contracted munitions activities the contractor program manager will establish organization structure. The minimum munitions functions required to support mission tasking under this option are munitions storage, inspection/maintenance and operations (FV). These munitions activities may include storage, operations, conventional maintenance, precision guided munitions maintenance, munitions handling, support equipment maintenance, munitions control, CAS-B, and training. The alignment of these functions must prove to enhance operational efficiency, munitions accountability and safety.

1.2.1.2.1. (Added) AFMC units categorized under option 2 are: AMARC at Davis-Monthan, 66th LS at Hanscom, 898th MUNS at Kirtland, 78th LG at Robins, 72nd ABW at Tinker, and 88th OSS Wright-Patterson.

2.2.4. Command Options. HQ AFMC/DRR has sole authority to implement command options permitted by Air Force directives for conventional munitions. The following command options identified in this AFI and T.O.11A-1-10 are approved. Additional options require separate command approval. Submit requests to HQ AFMC Wright Patterson AFB//DRR//.

2.2.4.1. (Added) TO 11A-1-10 paragraph 3-5a(9). Small arms carried on a daily and (or) frequent basis by security forces personnel and ammunition loaded in aircraft gun systems are exempt from periodic requirements.

2.2.6. Command Munitions Policy. To maintain our war readiness material (WRM) munitions (includes missiles/bombs) reliability and availability, the following applies:

2.2.6.1. Units may only fly live and inert munitions on the same aircraft if the flight profile is IAW an approved Test Directive(s) that has been through a Safety Review Board process, and has obtained proper flight clearance through the appropriate SPO and Air Force “SEEK EAGLE” offices.

2.2.6.1.1. (Added) Tactical AIM-120 AMRAAMs are not used for peacetime loads, integrated combat turnarounds (ICT), exercises, or inspections.

2.2.6.1.2. (Added) Tactical missiles may be flown for OPlan tasking, and operational test and evaluation (OT&E) programs. This applies to all versions of tactical air intercept missiles (AIM) and air-to-ground missiles (AGM).

2.2.6.1.3. (Added) All training missiles will mirror the parent tactical missile to the maximum extent practical (wings, fins, canards, arming keys, and safing gear installed). Captive Aircrew Training Missiles (CATM) may be flown in authorized partial configurations after coordination and approval by the operations group and logistics group commanders. Units may elect to remove either the safety clip assemblies or the safe arm selector for CATM-9's or Arm-Fire Relock Assembly for CATM-7's. If units elect to remove these items, they must submit wing approval and a copy of the operating instruction to HQ AFMC/DRR. The wing operating instruction must establish:

2.2.6.1.3.1. (Added) Positive control procedures to prevent any concurrent use of live missiles and CATMs.

2.2.6.1.3.2. (Added) Control and accountability procedures of removed components.

2.2.6.1.3.3. (Added) Assurance these CATMs are properly annotated in TMRS showing items removed and carried as condition code B, "restricted to aircrew training only".

2.2.6.1.3.4. (Added) Visual markings on CATMs i.e. "T-handle and or safety clip removed" to indicate item(s) has been removed and not lost.

2.2.6.1.3.5. (Added) Assurance items are returned to original configuration when returned to storage (FV) stock.

2.2.6.1.3.6. (Added) CATMs that have any additional components (wings, fins, rollerons, etc.) removed for aircrew training operations must be an authorized configuration (seek-eagled) and listed in the applicable aircraft -1 flight manual and item technical data. The intent of this option is to allow units to remove only those components which present a high FOD or dropped object potential, not to remove components for ease of loading or which would degrade training.

2.2.6.1.3.7. (Added) CATMs if required for exercises, ICTs or HQ inspections/evaluations will remain configured to mirror the parent tactical missile to the maximum extent possible.

2.2.10. This is accomplished through HQ AFMC/DRR personnel on Munitions Activities Standardization Program visits.

2.2.10.1. The AFMC Compliance Standardization Requirements List C&SRL is located on the HQ AFMC/DRR web page for unit use.

2.2.10.2. (Added) Munitions Activities Standardization Program (MASP)

2.2.10.2.1. (Added) The primary objective of the MASP is to assist organizations in evaluating their compliance of established Air Force and DoD instructions, standards, and policies. It is not an Inspector General (IG) Inspection and it is not the sole catalyst for units in preparation for higher headquarters inspections. It is intended to compliment the units existing programs and provide additional assistance and guidance if needed. The varied and complex requirements dictated by the munitions systems supported by AFMC as well as the potential hazards associated with munitions requires a program that will provide units with an overview of their operations.

2.2.10.2.2. (Added) The MASP is designed to be a management tool to provide assistance for achieving high quality munitions and support required to accomplish the mission. The purpose of a MASP visit is to help identify areas within the munitions activity that can be improved and to assist in the resolution of problems beyond the unit's capability to correct. This includes areas that require support from other activities and/or higher headquarters. HQ AFMC/DRR is the command monitor for the program and will conduct MASP visits to each unit every 24 to 36 months.

2.2.10.2.3. (Added) The MASP team will use checklists, publications and technical orders to determine compliance with Air Force standards. The team will indicate areas requiring management attention and assist in the resolution as necessary.

2.2.10.2.3.1. (Added) The MASP team will normally consist of a Team Leader and representatives of all munitions functions. The composition of the team may vary, depending on the mission and size of the unit visited. The munitions units within AFMC will be tasked to provide augmentees to the MASP team. HQ AFMC/DRR will fund all augmentation. Augmentees will make their own travel arrangements. Upon completion of the MASP visit, augmentees will furnish a copy of travel orders and completed travel voucher to HQ AFMC/DRR NLT 15 days after completion of TDY.

2.2.10.2.3.1.1. (Added) Typical Team Composition will be; 1 - E9/E8 (Staff/Field), 1 - E8/E7/Contractor (Staff or Field) and 1 - E7/E6/Contractor (Staff or Field)

2.2.10.2.4. (Added) The MASP team will provide assistance to as many areas as possible. To provide maximum flexibility, the amount of assistance for each general item is left to the discretion of the team leader, team member observing that particular area, and the organizational commander.

2.2.10.2.5. (Added) HQ AFMC/DRR will publish a schedule of proposed MASP visits in November of each year for the following 12 - 18 months. This schedule will be distributed and validated by affected units. HQ AFMC/DRR will normally notify each munitions activity at least 60 days in advance of scheduled visit. The notification message will include team composition and support requirements. Upon receipt of the notification message, the commander of the visited organization will appoint a project officer to coordinate the support requirements and provide the project officer's name, rank, and DSN to HQ AFMC/DRR.

2.2.10.2.6. (Added) Request for unscheduled MASP visits by the unit will be submitted to HQ AFMC/DRR 90 days in advance of the required visit date.

2.2.10.2.7. (Added) The field memorandum report (Need to look on AFMC homepage for example of report) will contain a general unit capability statement. In addition, it will include higher headquarters action items. Unit reply to a field memorandum is not required. Additionally, intermediate headquarters will not request unit replies to field memorandums.

2.2.10.2.7.1. (Added) Classification. The basic MASP report will be unclassified; classified addendums may be used if required. (Refer to appropriate security classification guides for classification.)

2.2.10.2.8. (Added) As a minimum, the MASP team leader will inbrief the senior base operations or logistics staff officer, as appropriate and key munitions personnel. Inbriefings for the wing commander will be at their option.

2.2.10.2.8.1. (Added) Upon completion of visits to functional areas, findings will be validated with the respective flight commander/chief or other appropriate personnel prior to a formal outbrief to the commander of the visited organization and applicable unit personnel. A copy of the report will be given to the munitions functional commander/flight chief/ at this time.

2.2.10.2.8.2. (Added) Prior to or after the formal outbrief the MASP team leader, senior maintenance, and senior operations individuals will provide the appropriate wing CC/LG/OG a personal briefing of the MASP team's observations if requested.

2.2.10.2.9. (Added) HQ AFMC/DRR will:

2.2.10.2.9.1. (Added) Retain, monitor, and coordinate all MASP reports for required actions.

2.2.10.2.9.2. (Added) Assign, suspense, and monitor higher headquarters action items to the appropriate agency for comments and corrective actions.

2.2.10.2.10. (Added) Support Requirements:

2.2.10.2.10.1. (Added) Entry to restricted areas for MASP team will be as specified in AFI 31-101, Chapter 9. During a MASP visit, team members will not be considered as part of the organization. Team members will require unescorted entry into all conventional storage and flight line munitions activity areas. Entry authorization lists (EALs) will be prepared and distributed by the unit project officer to ensure entry into all applicable areas. Pertinent data for the preparation of EALs will be provided in the

notification message for HQ AFMC/DRR personnel. Augmentees will furnish EAL information by separate message. Upon arrival of the MASP team, the unit project officer will brief the team chief and all MASP team members on local procedures to ensure all team members know when and where to wear restricted area badges, when escort is required, and any other information on local conditions and restrictions. EALs must be authenticated by security force supervisor prior to entry into restricted areas.

2.2.10.2.10.2. (Added) An administrative work area will be required and ready access to a computer, technical orders, and standard publications will be necessary.

2.2.10.2.10.3. (Added) The unit project officer will make billeting arrangements for all MASP team members. Team integrity will be maintained at all times.

2.2.10.2.10.4. (Added) Each MASP team member will need a list of key unit personnel (to include munitions/functional NCOICs) with name, rank, phone numbers, assigned function and office symbol.

2.2.11.2. Munitions QAEs must be minimum of a MSgt (E-7) or GS-7 to also fill the MASO position. If QAE will not be the MASO, then the QAE can be an E-6 or qualified civilian. Munitions QAEs should have or attain sufficient munitions systems knowledge to effectively oversee the contracted munitions activity. A broad knowledge base is imperative to detect violations and improper procedures in safety, security, accountability and serviceability of munitions.

2.2.25.1. HQ AFMC/XP-AO is responsible for the development and distribution of the WCDO. Guidance in AFI 25-101 will be followed for submitting changes to the WCDO.

2.7.4. For contracted activities, the contractor Program Manager or Program Director equivalent will ensure these responsibilities are completed.

2.7.4.1. Contracted activities within AFMC, which receive valid munitions allocations to support aircrew training and base operations are considered within the USAF.

2.8. Squadron Commander (or equivalent) Responsibilities. These responsibilities apply to all squadron commanders who command a munitions activity regardless of functional alignment.

2.8.1.1. Submit deviation requests to HQ AFMC/DRR.

2.8.2. Appoint munitions QAEs for contractor operated munitions activities based on qualifications and experience.

2.8.11. Annually review agreements.

2.9. These responsibilities apply to all personnel assigned to a flight position or supervisors who oversee munitions activities regardless of functional alignment.

2.9.1. To ensure readiness and safety in all areas, the appropriate flight chief will conduct a semi-annual self-assessment of the munitions activity using the Command Compliance and Standardization Requirements List and this instruction. Units are encouraged to supplement the C&SRL with local requirements.

2.9.1.3. If applicable.

2.9.1.4. In non-standard units where the senior munitions inspector may be the flight chief, the commander will make the appointment. For contracted units, the MASO/Squadron Commander will appoint the Senior Munitions Inspector and qualified munitions inspectors.

2.9.1.7. Not applicable to contracted munitions activities.

- 2.9.1.8. Upon receipt, this document must be reviewed for accuracy and any discrepancies reported to HQ AFMC/XP-AO in accordance with AFI 25-101.
- 2.9.1.9. Contract units are exempt from this requirement.
- 2.9.1.12. AFMC conventional munitions units are not required to have an EDM program.
- 2.9.1.16. Inform HQ AFMC/DRR.
- 2.9.1.16.3. HQ AFMC/DRR is the MAJCOM approval authority.
- 2.9.1.16.4. Use of civilian and contractor munitions support personnel to augment wartime tasking of other units/agencies is also prohibited.
- 2.9.1.25. T.O. 00-20-5 paragraph 7.6. MAJCOM option to determine supervisor review intervals is delegated to the Wing LG/OG.
- 2.9.1.30. If automated system is down, the Munitions Flight Chief/Supervisor will ensure copies of all PQDRs are sent to HQ AFMC/DRR.
- 2.9.1.32. HQ AFMC/DRR is the MAJCOM approval authority.
- 2.9.3.4.5. Notify HQ AFMC/DRR within 24 hrs or the next duty day.
- 2.9.3.13. Deviation requests will be forwarded to HQ AFMC/DRR for approval consideration.
- 2.9.3.18. Send requests to HQ AFMC/DRR.
- 2.9.3.22. An IPI is an additional supervisory inspection or verification step at a critical point in the installation, assembly, or re-assembly of a system, subsystem or component. Each munitions flight will develop a list of maintenance tasks requiring an IPI. The IPI list will be forwarded to the Squadron Maintenance Officer/Maintenance Superintendent for approval and inclusion into the Squadron list. The IPI list will include as a minimum, nomenclature and step number within the technical order task where the IPI will take place. When developing the IPI list consult with QA on trends or problem areas that continually warrant extra supervisory attention.
- 2.10.3. Send recommendations to HQ AFMC/DRR.
- 2.10.6. Use the AFMC Compliance and Standardization Requirements List (C&SRL) and any locally developed checklists to perform this review. Maintain the current documented review in the Document Control files. If this MASO review is accomplished during the flight self-assessment, documented review may be filed with the flight self assessment program.
- 2.10.11. HQ AFMC/DRR will send instructions annually, based on guidance received from Air Staff and OO-ALC/WM.
- 2.10.12. Send AF Form 1996, **Adjusted Stock Level Request**, to HQ AFMC/DRR.
- 2.10.13. Notify customers first verbally and follow-up in writing (with a letter to applicable commander) within 24 hours.
- 2.10.20. Units will use the HQ AFMC C&SRL located on the AFMC/DRRW web page.
- 2.10.21. If assets are found on the Base Supply Account, actions to remove these items and current status of these actions will be documented in the review letter.
- 2.11. In non-standard units, these responsibilities will default to the munitions flight chief/supervisor.

2.12. In non-standard units, these responsibilities will default to the first-line supervisor.

3.1.6.4.1. HQ AFMC/DRR will issue additional numbers if needed. AFMC missile serial numbers are currently assigned as follows:

3.1.6.4.1.1. (Added) Trainer AUR Tail-number Block Assignments:

Edwards 7000-7450

Eglin 7451-7750

Unassigned 7751-7999

3.1.6.4.1.2. (Added) Live AUR Tail-number Block Assignments:

Edwards 70000-70999

Eglin 71000-71999

Lackland Annex 73000-73999

HQ AFMC 72000-72999 and 74000-74999

3.1.6.4.1.3. (Added) Assigned AUR missile serial numbers are also located at WR-ALC web site. If a conflict arises, the WR-ALC web page will take precedence over this supplement. **NOTE:** Current web page address is <https://ramp2.robins.af.mil/www/index.html>.

3.1.7. (Added) Missile System Testers. Notify HQ AFMC/DRR when a precision guided munitions or missile tester has not been repaired within 90 days or is turned into the depot without a replacement. The following information is needed in the report: Noun, serial number, reason unserviceable, national stock number, part number, noun of each part on order, off base requisition number, and priority.

3.3.9. Notify HQ AFMC/DRR.

4.1.6. HQ AFMC/DRR is the MAJCOM approval authority.

4.1.8. Submit requests for outdoor munitions storage to HQ AFMC/DRR.

4.2.2.5. Submit Munitions Inspector requests for assistance or deviation from inspector selection requirements to HQ AFMC/DRR.

5.1. In non-standard units that do not have a Munitions Control, the munitions flight chief/supervisor will establish procedures for two methods of emergency notification to security police and fire department. The remaining responsibilities will be aligned at the discretion of the munitions flight chief/supervisor.

5.1.2. Non-standard units will have minimum-security standards commensurate with information maintained and stored. The non-standard unit is exempt from the remaining requirements in the sub-paragraphs.

5.1.3.1. Optional for non-standard units.

5.1.8. Optional for non-standard units. If a unit does not use MC2K, others methods of tracking information will be established by the munitions flight chief/supervisor.

5.1.9. Use of work orders is optional for non-standard units.

5.1.11. Quarterly maintenance and inspection forecasts are required. Monthly forecasts are optional.

5.1.18. For non-standard munitions activities the munitions flight chief/supervisor will coordinate with aircraft maintenance and operations or munitions customers to ensure munitions support requirements are scheduled and supported. The method of coordination will be determined by the munitions flight chief/supervisor.

5.2.3. Submit requests via AF Form 3933 through the local base training manager.

5.2.5. In the event of communication problems or system outages notify HQ AFMC/DRR.

5.2.6. Notify HQ AFMC/DRR of the trouble call.

5.2.7.2. HQ AFMC/DRR is the MAJCOM approval authority.

5.3. Active duty munitions activities in AFMC will establish a CMP/CMTP to meet contingency tasking to the maximum extent possible.

5.3.3.1.1. HQ AFMC/DRR has no established Course Control or CMTP requirements.

7.1.2. Requests for new LMME will be forwarded to HQ AFMC/DRR.

7.2.3. (Added) Inert and Dummy Training Items. Munitions custody accounts are set up with munitions operations to requisition and control training items. All in-use inert, dummy, or empty training munitions will:

7.2.3.1. (Added) Be inspected at least annually or at intervals based on past experience and item usage to maintain the serviceability of the items. Coordinate inspections with the supply custodian.

7.2.3.2. (Added) Mirror the parent munitions to the maximum extent possible. Major items (example, MK-82/84 or missiles issued to supply points) are:

7.2.3.2.1. (Added) Painted like the parent (live) weapon with a blue band to show it is inert (example, paint inert MK-82 bombs olive drab with a blue band).

7.2.3.2.2. (Added) Serialized for identification.

7.2.3.2.3. (Added) Inspected and discrepancies entered on AFTO Form 244 or other automated record. The user maintains these records.

7.2.3.3. (Added) Cosmetic defects (dirt, chipped paint, or other minor defects) on munitions trainers do not affect function or serviceability. Cleaning and touchup painting between established inspection intervals will be the user responsibility.

7.2.3.4. (Added) Inert and dummy training munitions found unsuitable for use by a particular user will be offered to all users with approved allocations before being reported for disposition. These items, even with TO defined critical or major defects, may be useful for classroom training, display or explosive ordnance disposal (EOD) proficiency.

7.4.1. HQ AFMC/DRR is the MAJCOM approval authority.

7.4.4.1. Send original copy of the CSC inspection to HQ AFMC/DRR.

7.4.4.2. Submit CSC inspector training requirements via AF Form 3933 through the local base training manager.

7.4.7.1. Notify HQ AFMC/DRR by message/e-mail.

10.1. All AFMC munitions activities will submit the Munitions Capability Report as outlined. If an area is not applicable enter N/A. Reporting will be accomplished on HQ AFMC/DRRW web page.

11.1. All AFMC munitions activities will submit a Master Storage Plan Report. For contract units, the munitions QAE will submit this report. Reporting will be accomplished on HQ AFMC/DRRW web page.

12.1. MASOs are responsible for the accountability of locally assigned NSN items.

12.2.1.1. Contracted Munitions activities may not be in the MASO's supervisory control. The MASO/FAC/QAE surveillance program provides sufficient oversight for contracted munitions activities.

12.2.3.1. Submit inventory waiver requests to HQ AFMC/DRR.

12.2.4. Conduct the review using the AFMC Compliance and Standardization Requirements List.

12.2.7. Request must include inclusive dates of absence, reason for extended absence and be signed by the appointing official. Submit waiver requests to HQ AFMC/DRR.

12.4.1. Send all SRAN/DODAAC requests to HQ AFMC/DRR.

12.4.3.1. Send all SRAN/DODAAC change requests to HQ AFMC/DRR.

12.5.1.1. Maintain Delegation of Authority letter in the Document Control files. Review and update annually or whenever changes occur.

12.5.6.1. Quantity Unit Pack (QUP) is authorized for issued.

12.6.1.1.5. AFMC/DRR is the approval authority for this type of release.

14.1.2. Load allocations no earlier than 1 Oct and no later than 15 Oct. After all levels have been loaded units must request an Asset Level Listing in CAS to review levels. Maintain listing for 1 year.

14.1.3. Additionally, identify to the custodian in writing the assets excess to the allocation for all categories not later than 15 Oct. Cat "D and E" assets excess to the allocation will be turned-in from the custody account.

14.1.3.1. (Added) Custodians must segregate excess assets upon notification and schedule turn-in to FV within 30 days from receipt of the excess notification.

14.1.4.1. Allocation transfer request must be submitted to the applicable functional manager/s. They are the initial approval authority. Functional managers will submit their approved request to HQ AFMC/DRR, who will in turn pass to the appropriate MASO. If request is for transfer from non-expendable to expendable, HQ AFMC/DRR will coordinate with Airstaff.

14.1.5.1. Request may only be submitted for items that were previously forecasted for but not 100 percent allocated, or not previously forecasted for and an OOCR is pending. This does not apply to Cat "D or E" assets.

14.1.5.1.1. (Added) Establish clear understanding with the custodian that these assets may remain on custody account until assets are needed in support of another allocation or directed for shipment by MAJCOM. Do not pull assets from account solely because of insufficient allocation.

14.3.2. Email allocation transfers are authorized. HQ AFMC/DRR must be included as an INFO addressee on all allocation transfers.

16.1.2.10. HQ AFMC/DRR is the MAJCOM approval authority.

16.1.5. Normally, limited to personnel responsible for Document Control. Maintain Authorized Access letter in the Document Control files. Review and update annually or whenever changes occur.

16.2.1. Munitions personnel will not alter document entries to maintain document integrity for audit purposes. The originator must make any changes to the document.

16.2.3.1. "Classified Item" stamp must be placed on the front of the document.

16.2.3.2. All stamps except for "Classified Item" may be placed on reverse side of document to prevent obliterating information.

16.5.1. Maintain letter in the Document Control files. Review and update annually or when changes occur. Individuals appointed to perform quality control edits on documents must be signed off in training records.

16.5.2.3. (Added) Annotate the CAS-B transaction number from the Transaction History Report (IS903A) on each document.

16.6.3.4. Contact HQ AFMC/DRR.

16.6.5.3. Ensure letter is reviewed and updated at least annually or whenever changes occur.

16.6.5.4. Ensure letter is reviewed and updated at least annually or whenever changes occur.

16.6.5.5. Ensure letter is reviewed and updated at least annually or whenever changes occur.

16.6.5.6. Ensure letter is reviewed and updated at least annually or whenever changes occur.

16.6.5.7. Ensure letter is reviewed or updated at least annually or whenever changes occur.

16.8.1. Cross-reference the paperwork transaction turn-in document with the shipment document removing the assets from record. If assets are in support of a deployment, annotate the deployment name/number.

16.8.2. Paperwork transactions will not be used in lieu of reverse posts or inventory adjustments.

17.2.1.1. For contracted units the contractor Program Manager or Program Director equivalent will appoint personnel to part II and III and approve/sign the AF Form 68.

17.2.2.4. Enter the single non-obliterating line through the type written information only. Do not line through the signature block. Preserve a clear, unobstructed view of the signature for audit purposes.

17.3.2. The AF Form 68 will be reaccomplished annually.

18.1.1. Units will notify AFMC/DRR when the CAS-B system is down. Units will transition to CAS-D when directed by the AFMC/DRR.

19.2.4.1. For items other than CAD/PAD, units will submit requisitions via e-mail/fax to HQ AFMC/DRR. MILSTRIP format is not required, but the same information will be submitted. For CAD/PAD items, units will submit the requisition to OO-ALC, Customer Support, in MILSTRIP format via e-mail/fax.

19.2.5. An information copy to MAJCOM is not required for CAD/PAD requisitions.

19.3.2. Contact, by phone/e-mail/fax, Customer Support at the appropriate logistic center OO-ALC Hill AFB/ or WR-ALC Robbins AFB. If the requisition was sourced within command, contact tasked unit to obtain status.

20.2.1.3. Send info copy to HQ AFMC/DRR.

21.3.1.1. Submit waiver request to HQ AFMC/DRR with justification. Waivers are only valid for one year. Perpetual inventories are accomplished by inventorying 20% of NSNs each month (includes serviceable and unserviceable). Semi-annual unserviceable inventories are still required in the months of June and December. Accomplishment of perpetual inventories satisfies the 10% monthly inventory requirement.

21.3.1.2. Submit waiver request to HQ AFMC/DRR with justification. Waivers are only valid for one year. Waiver request will include justification and inventory accuracy rates for past six months.

21.3.1.3. Submit waiver request to HQ AFMC/DRR with justification.

21.3.2.1. In addition to local requirements reconciliation will consist of:

21.3.2.1.1. (Added) Valid AF Form 2005's (Due-Outs) are on file to support all AWP's.

21.3.2.1.2. (Added) Valid requisitions (Due-Ins) exist for items due to support all AWP.

21.3.2.1.3. (Added) Follow-ups have been conducted and current status is available on all due-ins.

21.3.4.1. Appointing official must submit waiver request to HQ AFMC/DRR.

21.3.9. Maintain inventory results letter with the inventory package (i.e. count sheets, supporting documentation, etc) and maintain IAW AFMAN 37-139.

21.4.1. The MASO or a designated representative will inventory Security Forces, EOD, Life Support, and CATM custody accounts with the account custodian on a semi-annual basis.

21.4.1.6. Submit waiver request to HQ AFMC/DRR with list of items affected and location.

21.4.2. An inventory result letter containing a list of what the quarterly review consisted of and any discrepancies found during the inventory must be signed by the unit commander and accompany the inventory listings.

21.6.1.3. The reason for the reverse-post transaction must be stated on the document prior to processing.

21.6.1.4. CAS-B may not allow you to process a reverse post if records have been frozen for an inventory since the transaction date. Comply with all requirements listed in this AFI concerning inventory adjustments.

21.6.3.2. Category P (Pilferable) is also included in this requirement.

21.6.9.12. Annotate DIREP number on the adjustment document.

22.3.1.6. The latest annual/semi-annual MASO Custody Inventory (signed by the commander, custodian, and MASO) and count sheets.

23.2.2. (Added) Consumption issue for Life Vest/Kits is directed.

23.2.2.1. (Added) Initial issues for build-up of new vests/kits will be consumption issued with "No DIFM Indicator." Recurring issues to replace installed expired shelf/service life assets will be consumption issued with a "DIFM Indicator." Units must use the indicative data record for each respective life support Master NSN and mark the time change indicator block. Each time an issue is processed, CAS will prompt the technician if DIFM is required.

23.2.2.2. (Added) Returned assets will be turned in under the issue document number (this will clear the DIFM) and re-identified as required. In most cases, these types of expired assets can be reclassified as condition code "B" and utilized for training. Found on base procedures will not be used to process returned assets on to accountable records.

25.7.6. And date.

26.3.5.2. Annually, units will provide a listing of serviceable excess to HQ AFMC/DRR NLT 15 December. See attachment 3 for format of the serviceable excess listing. Due to limited munitions storage capability, AMARC is authorized to request disposition for serviceable excess as required.

26.4.1.2.1. (Added) Condition code "P" will only be used for explosive items. Condition code "H" will be used for inert, non-explosive, and non-hazardous munitions items.

26.5.1. Send request to HQ AFMC/DRR.

26.5.2. Document disposal using AF Form 191 or equivalent computer generated documentation.

27.1.1. For units who drive to another location to pick up assets, the munitions requester will provide the shipping MASO a list of personnel authorized to receipt for munitions (Unclassified and Classified). This list will include name, rank, SSAN and signature specimen of individuals authorized receipt.

27.1.4. Shipping units will notify the gaining unit of any delays to meeting the RDD. Include the justification and projected delivery date. If gaining unit needs the RDO before the projected delivery date, they will send priority change request to HQ AFMC/DRR.

27.1.4.2. Units unable to support requests will contact HQ AFMC/DRR prior to denying the RDO.

29.1.6.3. Empty containers will be managed at the local level to meet mission requirements. Units will identify excess containers to HQ AFMC/DRR for possible redistribution before requesting disposition from OO-ALC.

31.2.2.3. CAD/PAD item levels should be loaded in CAS-B between 1 and 31 Oct for the next calendar year (Jan-Dec).

34.1.3. Mobility munitions requirements should be forecasted to the maximum extent possible. Issue of munitions to individuals, without a custody account, in support of contingency tasking should be the exception and not the standard operating procedure. Deploying members must also furnish a copy of their orders and message stating member must deploy with ammunition.

36.1.1. Units with existing SDMs that are not on historical record and were not approved by OO-ALC will initiate a local (off line) ADR with all the known historical information and appropriate statements and forward to HQ AFMC/DRR for approval consideration. If approved, HQ AFMC/DRR will forward to OO-ALC for approval consideration. Units with existing SDMs that are still on historical record and not approved by OO-ALC will submit appropriate ADRs as required in this chapter. Units will have 6 months from the date of this supplement to comply with this paragraph.

MICHAEL P. WIEDEMER, Major General, USAF
Director, Requirements